

3 May 1957

## MEMORANDUM FOR THE RECORD

25X1A6a SUBJECT: [REDACTED] - Construction and Personnel Ceiling.

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1. On 29 April 1957 I spent several hours at the [REDACTED] confer-  
ring with [REDACTED] Director of Communications, [REDACTED]  
[REDACTED] staff concerning certain proposed con-  
struction and the personnel ceiling at the installation.

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2. With regard to the construction of a proposed warehouse which would require the acquisition of additional land and involve a total expenditure of some \$200,000, I decided that while there was no question but that a warehouse of some kind was needed it would be inconsistent with the President's policy on construction to undertake it at this time. Contributing to this decision was the fact that the Office of Logistics is currently making a study as to what is necessary to take care of a ninety-day requirement at the Center.

3. I looked at the Records Center and confirmed that unless some way could be found to remove from it the NIS material which occupies some 8,000 of 40,000 feet it would be full by about September. This matter must be raised again with the Director at a very early date and a definite decision made as to whether this addition to the Records Center should be constructed. If it should be, it might be possible to use a portion of the additional space for office supplies and reproduction equipment which cannot be stored in existing buildings at the Center.

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4. I was advised by [REDACTED] that a study of the cost of operating the laundry at the Center indicated that this facility now cost the taxpayer more than \$700 per month. He has concluded that this laundry could be closed and that the work could be contracted for at something like fifty per cent of this price. Accordingly, it was decided to close the laundry effective on or about 1 July 1957. Recognizing that there would be three employees whose services would no longer be required, I authorized him to phase out this activity smoothly, giving these employees plenty of advance notice to allow them a reasonable opportunity to find other employment.

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5. Colonel [REDACTED] had concluded that they needed an immediate increase of four positions in the Center's personnel ceiling and an additional increase of two in Fiscal Year 1958. I advised them that I could not grant a ceiling increase for the Center but that I would not reduce their ceiling as a result of the saving of three positions due to the discontinuance of the laundry and that they could use these slots for other needed positions which should be justified in the usual manner.

DD/S: LKW:lq

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Approved For Release 2000/08/26 : CIA-RDP61-00910A000100040008-8

1 - D/Com; 1 - D/Pers; 1 - Comp; 1 - C/Mgmt Act; 1 - DD/S chrono; 1 - DD/S subject;

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L. K. White

Deputy Director

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